



**Affordable Housing Trust Fund  
Board of Trustees  
Action Plan Working Group**

Date: June 30, 2022  
Time: 8:30 AM – 9:15 AM  
Location: Conducted via remote participation

Attendees: Karen Kelleher, Neal Mongold, Jillian Harvey, Teresa Marzilli, Marisa Lau, Kelly Lynema  
Guests: Rebecca Gruber

**Meeting Summary**

1. Action Plan update and schedule

The consultant for the Action Plan, Beverly Gallo, may join the meeting later.

2. Discuss community engagement for Action Plan

Karen went over the survey results to date and Marisa shared the updated outreach document. Rebecca described survey outreach at the farmers' market yesterday and opportunities for future engagement. She has a contact the Trust can use for ArlingtonEATS, which distributes vouchers at the market.

Kelly confirmed she had announced the survey extension in her DPCD update for ACMI and noted that the diversity of survey respondents has increased over the last week thanks to outreach by the Trust. There was a discussion about outreach logistics including distribution of the remaining postcards and administering the survey to seniors at the Community Center. The survey will close on July 5<sup>th</sup>.

Jillian Harvey, the Town's Director of the Diversity, Equity, and Inclusion Division, introduced Teresa Marzilli, the new Community Outreach & Engagement Coordinator, who will also be involved in this project. The group discussed various aspects of outreach for the next part of the engagement plan. Listening sessions will be held for groups who are most likely to need and benefit from affordable housing. Translation options may be needed for participants based on engagement so far. Related to outreach, Karen will take the lead on getting details on applying for a Town Day booth from DPCD. Teresa asked whether any incentives would be offered to people who

participate in the sessions; gift cards and/or refreshments were suggested. Rebecca noted that the libraries were a good place to capture the general public as a possible control group for the listening sessions and that ArlingtonEATS has activities at St. John's, as a possible location for one of the sessions.

Additional ideas were raised, including preparation of a Meeting in a Box to allow people to hold ad hoc listening session and conducting in-person or virtual sessions with the general public. Karen suggested the Trust focus on scheduling the core sessions first for seniors, young people, renters, people of color and people with disabilities or special needs and then revisit the possibility of holding additional sessions based on capacity.

Karen asked for attendees to send her suggestions for the sessions (date/time/location) by tomorrow if possible. Marisa, Jillian and Teresa will help plan the session for people of color. Rebecca volunteered to continue serving as contact to the Council on Aging.

*Meeting adjourned at approximately 9:20 a.m.*